

# GARDEN MARKETPLACE EXHIBITOR MANUAL



MARCH 11-15, 2015

[www.bostonflowershow.com](http://www.bostonflowershow.com)

SEAPORT WORLD TRADE CENTER  
BOSTON, MASSACHUSETTS  
200 Seaport Blvd., Commonwealth Pier  
Boston, MA 02210



## A PARAGON GROUP EVENT

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<b>DECORATOR SERVICES.....</b>	<b><u>FREEMAN</u></b>
Shipping Information	Phone 508-894-5100
Method of Payment	Fax 469-621-5608
Furnishings	
Carpet	
Display Options	
Graphics/Signage	
Labor	
Third Party Billing	
Union Jurisdictions	
Material Handling (Freight)	

<b>BUILDING SERVICES.....</b>	<b><u>SEAPORT WORLD TRADE CENTER</u></b>
(Order Forms Enclosed pages 23 & 24)	

Telecommunications	Phone 617-385-5006
Seaport Energy Co., Inc.	Phone 617-439-5425

## **FLOWER & GARDEN SHOW CONTACT LIST**

Paragon Group Corporate Office, Main Number: 781-237-5533  
197 First Ave., Suite 150, Needham, MA 02494, 800-258-8912/ Fax: 781-453-0407  
www.bostonflowershow.com

### **Show Management**

Carolyn Weston	Show Director	781-237-5533 x108	<a href="mailto:cweston@paragonexpo.com">cweston@paragonexpo.com</a>
Megan Berridge	Sales/Vendor Management	781-237-5533 x102	<a href="mailto:mberridge@paragonexpo.com">mberridge@paragonexpo.com</a>
Garry Edgar	President, CEO	781-237-5533 x101	<a href="mailto:gedgar@paragonexpo.com">gedgar@paragonexpo.com</a>
Peg Rose	Invoicing/Booth Payment	781-237-5533 x103	<a href="mailto:prose@paragonexpo.com">prose@paragonexpo.com</a>
Barbara Pudney	VP, Marketing Director	781-237-5533 x104	<a href="mailto:bpudney@paragonexpo.com">bpudney@paragonexpo.com</a>

## **TICKETS**

### **Ticket Prices**

Adults	\$20
Seniors	\$17 (65+)
Children 6-17	\$10
Children 6 and under	free
Groups of 20 or more	\$16 each

### **Evening Discount**

To help draw traffic in the evenings, we are offering a \$5 discount off the adult ticket after 5pm on Wednesday-Saturday for onsite purchase only.

### **Preview Party**

Tuesday, March 10, 6:30–9:30 PM, \$100 ticket benefits the Genesis Foundation for Children. Garden Marketplaces is CLOSED during the Preview Party.

### **Guest Tickets**

Each exhibiting company receives four complimentary general admission tickets to the Show. Tickets will be mailed in advance with the move-in zone pass. Exhibitors can order additional tickets at a discounted price of \$10. Order form included at the end of this manual.

## **SHOW HOURS AND EXHIBITOR ACCESS TIMES**

DATE	SHOW HOURS	EXHIBITOR ACCESS
Wednesday, March 11	10:00 AM – 8:00 PM	7:00 AM – 8:30 PM
Thursday, March 12	10:00 AM – 8:00 PM	8:30 AM – 8:30 PM
Friday, March 13	10:00 AM – 9:00 PM	8:30 AM – 9:30 PM
Saturday, March 14	10:00 AM – 9:00 PM	8:30 AM – 9:30 PM
Sunday, March 15	10:00 AM – 6:00 PM	8:30 AM – 10:00 PM

### **Show Office / Exhibitor Registration**

Open March 9-17, 2015

617-385-4900

The show office as well as exhibitor registration and will call tickets pick-up/drop off, will be located off the lobby (main building entrance) to the right. Show management personnel will be available to help you in any way.

### **Booth Equipment**

Each 10 x 10 booth will be set with 8' high green & plum back drape, 3' high green side dividers and a 7" x 44" one-line identification sign. You may bring your own tables, chairs and carpet or order furnishings from Freeman. Electrical services are provided by Seaport Energy Co., Inc.

### **Exhibitor Badges**

Four (4) badges can be picked up at the Exhibitor Registration counter at the show. They will not be mailed. Please advise workers to return badges to Exhibitor Registration when their shift is over so they can be redistributed to your next crew. Once these badges are gone, anyone requesting a badge will be treated as an attendee and charged an admission fee.

## **OFFICIAL SHOW CONTRACTORS**

All questions or instructions regarding electricity, furniture rental, carpet, material handling, shipping, labor, cleaning services, utilities, audio visual equipment, plant rentals, etc. show be directed to the following contractors:

### **Decorator Services**

#### **Freeman Exhibitor Services**

P: 508-894-5100 F: 469-621-5608

[FreemanBostonES@freemanco.com](mailto:FreemanBostonES@freemanco.com)

[www.freemanco.com](http://www.freemanco.com)

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store)

**Discount Deadline: Tuesday, February 17, 2015**

### **Telecommunications Services**

#### **Telecommunications Department**

Seaport World Trade Center

200 Seaport Blvd., Suite 301, Boston, MA 02210

P: 617-385-5006 F: 617-385-4400

**Discount Deadline: Monday, February 16, 2015**

### **Electrical Services**

#### **Seaport Energy Co, Inc.**

200 Seaport Blvd., Suite 602, Boston, MA 02210

P: 617-439-5425 F: 617-439-5433

[info@seaportenergyboston.com](mailto:info@seaportenergyboston.com)

[www.SeaportEnergyBoston.com](http://www.SeaportEnergyBoston.com)

Take advantage of discount pricing by ordering online with coupon code “**FLOWER15**”

**Discount Deadline: Wednesday, February 25, 2015**

## **FACILITY INFORMATION**

### **Location**

Seaport World Trade Center

200 Seaport Blvd., Commonwealth Pier

Boston, MA 02210

617-385-5000

[www.SeaportBoston.com](http://www.SeaportBoston.com)

### **Parking**

Parking is available at the numerous lots around the Seaport World Trade Center ranging from \$19.00 - \$35.00 There is also additional street parking around the area, as well as MBTA service.

The Parking Lots at 390 & 391 Congress Street will accept oversized vehicles for an additional fee.

### **Food**

Food is available at concession stands throughout the building and at other conveniently located facilities, including Dunkin' Donuts, Sebastian's Café and other area restaurants

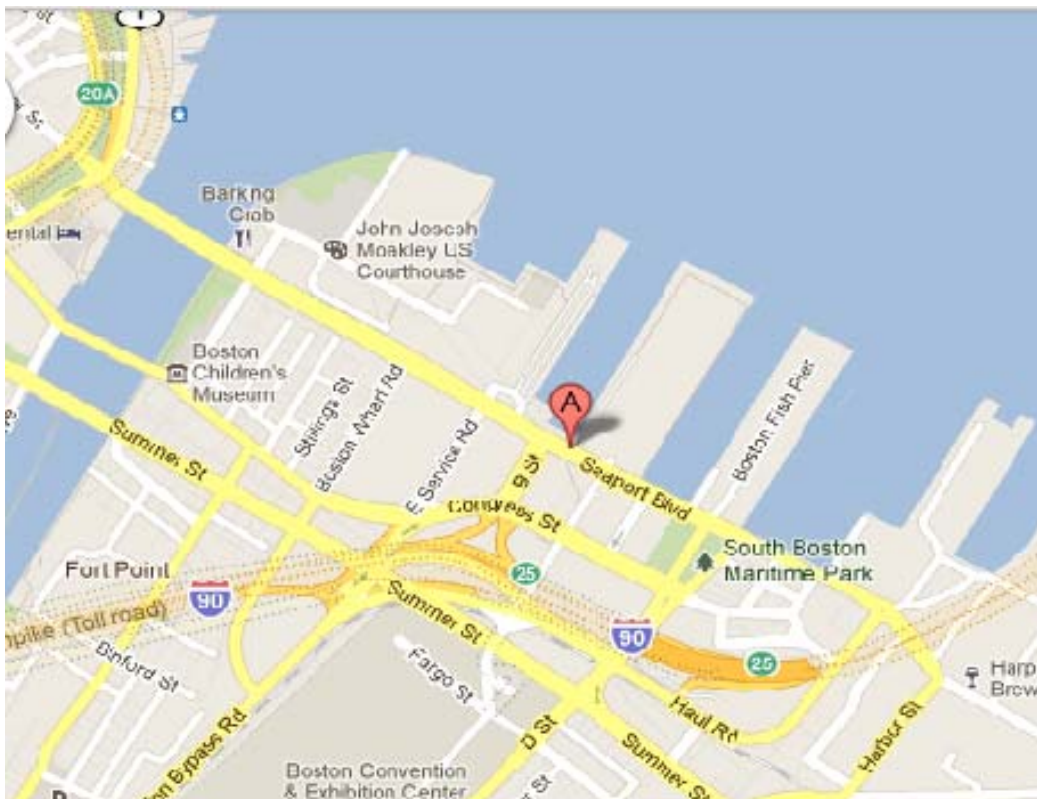
## **DIRECTIONS TO SEAPORT WORLD TRADE CENTER**

**From the West:** Follow the Massachusetts Turnpike/Interstate 90 East to Exit 25 – South Boston. At the top of the ramp, bear left towards Seaport Boulevard. At the first set of lights, proceed straight onto East Service Road. At the next set of lights, take a right onto Seaport Boulevard. The Seaport World Trade Center will be ahead on the left. In order to access the loading docks, continue through two sets of lights to the rotary where you will be able to reverse directions. The loading docks are on the front of the building.

**From the South:** Heading northbound on I-93 towards Boston, take Exit 20, which will be immediately after Exit 18. Follow the signs to "I-90 East." Take the first tunnel exit to "South Boston." At the first set of lights at the top of the ramp, proceed straight onto East Service Road. At the next set of lights, take a right onto Seaport Boulevard. The Seaport World Trade Center will be ahead on the left. In order to access the loading docks, continue through two sets of lights to the rotary where you will be able to reverse directions. The loading docks are on the front of the building.

**From the North:** Heading southbound on Interstate 93 Boston, take Exit 23, Purchase Street and move into the left lane. At the top of the ramp, take a left turn onto the Evelyn Moakley Bridge/Seaport Boulevard. Follow Seaport Boulevard for approximately .8 miles. The Seaport World Trade Center will be ahead on the left. In order to access the loading docks, continue through two sets of lights to the rotary where you will be able to reverse directions. The loading docks are on the front of the building.

**Public Transportation:** MBTA – The MBTA Silver Line Waterfront (SL1) stop is located approximately two blocks from the Seaport World Trade Center



## **HOTEL INFORMATION**

### **2015 BOSTON FLOWER & GARDEN SHOW**

Please note that there are other events taking place in Boston during the week of the Flower Show. We recommend you make reservations as soon as possible and make sure to mention that you are associated with the Flower Show when doing so.

#### **Seaport Boston Hotel**

1 Seaport Lane  
Boston, MA 02210

Single/Double: \$204.00  
Group Rate Cut Off Date: Wednesday, February 18, 2015

To book your reservation by phone call the central reservation center at 1-877-732-7678 or call the hotel directly at 1-617-385-4514. Mention the group code "Boston Flower & Garden Show" to take advantage of the discounted group rate.

*Hotel is located across the street from the Seaport World Trade Center.*

#### **Renaissance Boston Waterfront Hotel**

606 Congress Street  
Boston, MA 02210

Single/Double: \$259.00  
Group Rate Cut Off Date: Monday, February 16, 2015

To book your reservation by phone call Marriott Reservations at 1-877-901-6632. Mention the group code "Boston Flower & Garden Show Overflow Room Block" to take advantage of the discounted group rate.

*Hotel is located four blocks from the Seaport World Trade Center.*

#### **Other Hotel Options (approximately \$100 per night):**

##### **Doubletree Club Hotel at Bayside** (3 miles from facility)

240 Mount Vernon Street, Boston, MA  
1-800-222-TREE (8733)

##### **Ramada Inn**

800 Morrissey Blvd, Boston, MA (4 miles from facility)  
617-287-9100

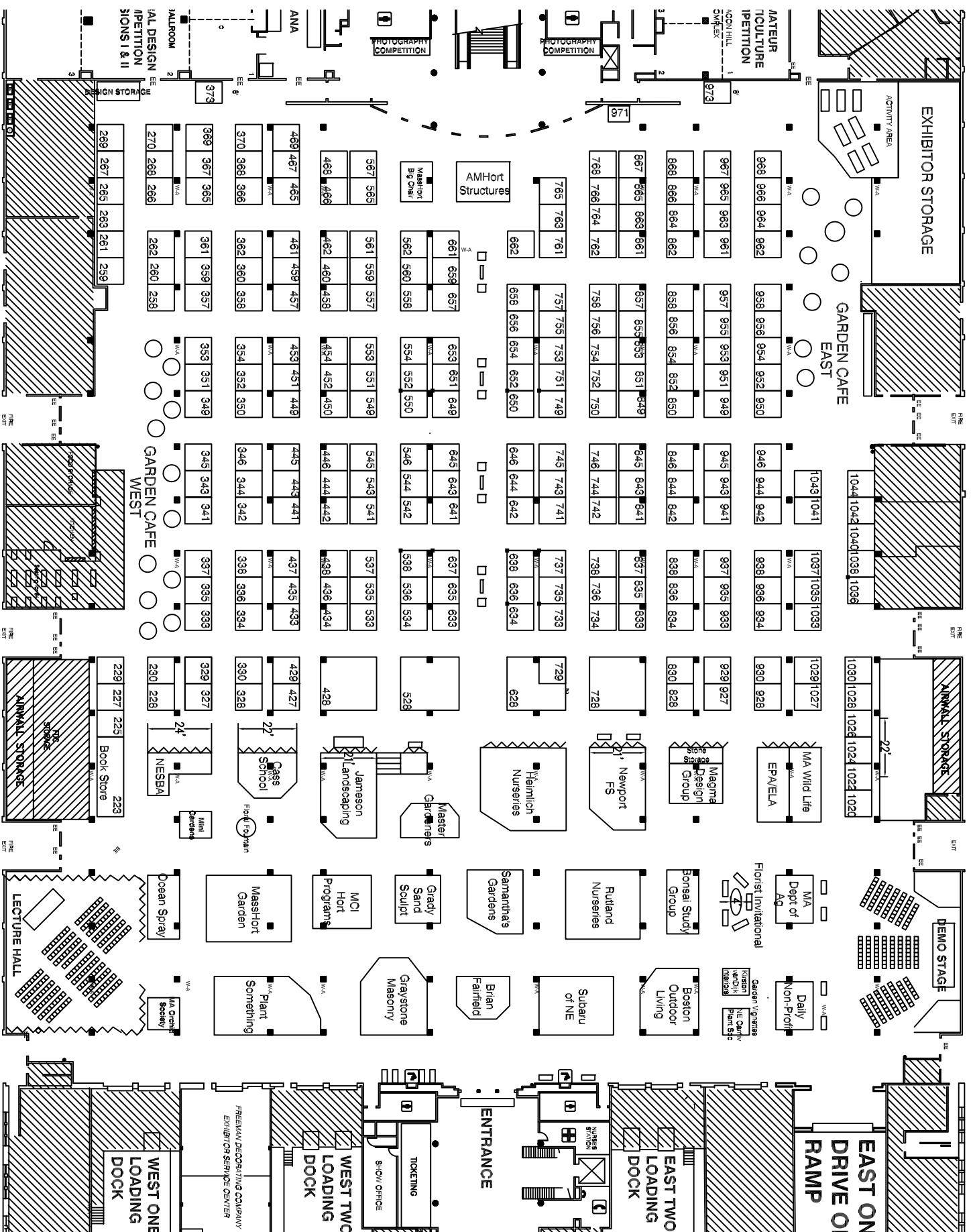
##### **Best Western Adams Inn**

29 Hancock Street, Quincy, MA (6 miles from facility)  
617-328-1500

##### **Wyndham Boston Chelsea** (6 miles from facility)

201 Everett Avenue, Chelsea, MA  
617-884-2900

SHOW AS OF 1/12/15  
SCALE IN FEET



## **MOVE IN AND MOVE OUT**

The following schedule has been established to insure a smooth production. **There are six Move In Zones, each giving vendors a two to three hour drive-in window. Please let Megan Berridge know ASAP if you cannot make your assigned move-in time. Exhibitors will be able to set-up their displays until 9pm on Monday night, as well as 7am-5pm on Tuesday.** A move-in pass for your vehicle will be sent to you in the weeks before the show. This pass will allow you to drive into the building and get as close as possible to your booth or to drive up to one of the three loading docks to unload. Please keep the pass on your vehicle dash or window. Our production crew will greet exhibitors as you arrive to unload and marshal vehicles into the order that will best accomplish the most convenient move-in for everyone.

**\*NOTE: The facility has two (2) loading docks and one (1) drive in ramp. Vehicles will be limited to a 30-minute load in/load out time limit. Materials should be unloaded and moved into your booth, your vehicle should be removed from the building and parked, and then you can return to begin set up.**

**\*\*NOTE: Massport officers will be working to make sure that there is no parking in front of the building and anyone leaving a vehicle unattended for more than a few minutes runs the risk of being ticketed.**

### **MOVE IN – MONDAY, MARCH 9**

**\*\*In order to ease traffic flow, we've created a new vertical center aisle by scheduling several exhibitors along that space for after 2 PM on Monday. PLEASE NOTE YOUR EXACT LOCATION.**

#### **ZONE ONE: 7:00 AM- 11:00 AM**

200 Aisle, 300 Aisle, 400 Aisle, 500 Aisle

600 Aisle - Odd Numbered Booths Only (Booths 633-661)

*MINUS those in Zone Three (Booths 345, 346, 349, 350, 445, 446, 449, 450, 545, 546, 549, 550, 645, 649)*

#### **ZONE TWO: 11:00 AM – 2:00 PM**

600 Aisle - Even Numbered Booths Only (Booths 628-662)

700 Aisle - All Booths

*MINUS those in Zone Three (Booths 646, 650, 745, 746, 749 & 750)*

#### **ZONE THREE: 2:00PM - 4:00 PM**

800 Aisle - All Booths PLUS Booths 345, 346, 349, 350, 445, 446, 449, 450, 545, 546, 549, 550, 645, 646, 649, 650, 745, 746, 749 & 750.

#### **ZONE FOUR: 4:00 PM - 7:00 PM**

900 Aisle – All Booths

**\*NOTE: All vehicles must be removed from the show floor by 8:00 PM on Monday!**

### **MOVE IN – TUESDAY, MARCH 10**

#### **ZONE FIVE: 10:00 AM - 1:00 PM**

1000 Aisle – All Booths (You will be allowed to drive into building, space permitting.)



**ALL OTHER EXHIBITORS (Hand-Carry Only): Tuesday, March 10, 7:00 AM - 3:00 PM**

**Wednesday, March 11, 7:00 AM- 9:00 AM: No vehicles on show floor (hand carried from loading dock only)**

<b>MOVE OUT – SUNDAY, MARCH 15 &amp; MONDAY, MARCH 16</b>
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Move-out does not begin until the closing announcement on Sunday, March 15 at 6:00 PM. It is unfair to the attendees who come to the Show on the last day to discover that some of the exhibits have already packed up. Any exhibitor who breaks down early will be penalized (i.e. loss of exhibit space location at the following year's show). Management will monitor early breakdown.

After the show is closed to the public, you may begin to dismantle your display. When you are packed up and ready to go, please alert a Flower Show staff member who will confirm that you are ready by issuing the Entry Pass you'll need to get your vehicle into the building, once there is space on the floor to drive-in and access to your booth space.

Vendors can dolly out at any time once their booth is packed up. Please don't bring your vehicle to be loaded up until your booth is entirely broken down and you are all set to load it.

**Massport officers will be working to make sure that there is no parking in front of the building and anyone leaving a vehicle unattended for more than a few minutes runs the risk of being ticketed.**

**\*NOTE: You will not be permitted to drive your vehicle into the building or into the loading dock until your booth has been completely packed up, is ready to load into your vehicle, and you have been issued an entry permit by Show Staff who will be roving the floor.**

**Sunday, March 15** (Show closes at 6:00PM) 6:30 PM-10:00 PM  
No merchandise or display materials may leave the show floor before 6:30 PM.

Vendors in the 1000 aisle closest to the drive in door will move out first. Followed by the 900, 800, 700 and 600 aisles. **Vendors on the left side of the hall in the 500, 400, 300 and 200 aisles will be able to drive into the building after 7:30 PM, once the right side of the hall clears out.**

We suggest vendors in the 500, 400, 300 and 200 aisles to go have dinner at one of the restaurants in the Seaport District and then come back and begin the packing process. Once the initial rush is over the move-out process is faster and more convenient.

**Monday, March 16** 8:00AM – 3:00PM  
All exhibit material must be removed from the hall by 5:00 PM.

**\*\*NOTE: Trash Disposal**

**Exhibitors are required to remove all of their own trash, including pallets, from the building and grounds. Use of the Seaport World Trade Center's dumpsters is prohibited. Any exhibitor who leaves behind excessive amounts of trash will be ineligible to return to the show in future years.**



**Move-In Zones**

**Monday, March 9**  
 ZONE 1 7AM - 11AM  
 ZONE 2 11AM - 2PM  
 ZONE 3 2PM - 4PM  
 ZONE 4 4PM - 7 PM

**Tuesday, March 10**  
 ZONE 5 10AM - 1PM (Drive In Allowed)  
 All Other Zones 7AM - 3 PM (Hand-Carried Items Only)

**EAST ONE  
DRIVE ON  
RAMP**

**EAST TWO  
LOADING  
DOCK**

**ENTRANCE**

**TICKETING  
SHOW OFFICE**

**WEST TWO  
LOADING  
DOCK**

**WEST ONE  
LOADING  
DOCK**

**FREEMAN DECORATING COMPANY  
EXHIBITOR SERVICE CENTER**

## 2015 BOSTON FLOWER & GARDEN SHOW EXHIBITOR CHECKLIST

Item	✓	<u>Deadlines</u>
<b>Final Payment for Exhibit Space Due to Paragon Group</b>		<b>Mon, Jan 26</b>
<b>State of Massachusetts Vendor License</b> All exhibitors who are conducting retail sales from their booth must be registered with the State. Retail includes the exchange of cash, check or credit card information. Please see <a href="http://www.mass.gov/dor">www.mass.gov/dor</a> . <i>The state accepts on-line registrations only.</i>		<b>Thurs, Feb 19</b>
<b>Hotel Reservations</b> We have arranged special rates at several area hotels. Seaport Hotel (Official Show Hotel), phone 877-732-7678      \$204.00 Renaissance Boston Waterfront, phone 877-901-6632      \$259.00		<b>Wed, Feb 18</b> <b>Mon, Feb 16</b>
<b>Building Services (Seaport World Trade Center)</b> Certain services offer a discount if ordered early. <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Phone</li> </ul>		<b>Wed, Feb 25</b> <b>Mon, Feb 16</b>
<b>General Contractor Services (Freeman)</b> The following services are offered with advanced rate discounts if ordered early. <ul style="list-style-type: none"> <li>• Furnishings</li> <li>• Carpet</li> <li>• Signage</li> <li>• Booth Cleaning</li> </ul>		<b>Tues, Feb 17</b>
<b>Freight/Labor Services (Freeman)</b> No discounts, but should be ordered early to insure best placement in line.		<b>Tues, Feb 17</b>
<b>Temporary Food Service Permit (Paragon Group)</b> All exhibitors who are conducting retail sales or sampling of edible products must apply and pay for a <b>City of Boston Temporary Food Service Permit</b> . An application will be sent to you and must be returned to Paragon Group, not the City, along with a check for \$50 payable to the City of Boston.		<b>Fri, Feb 20</b>
<b>Guest Tickets (Paragon Group)</b> Order exhibitor guest tickets for \$10 each.		<b>Fri, Feb 27</b>
<b>Show Program Advertising (Paragon Group)</b> Space Closing Materials Deadline		<b>Mon, Feb 9</b> <b>Thurs, Feb 12</b>

## **GENERAL EXHIBITOR INFORMATION**

**Live Plant Material:** All vendors are encouraged to have some type of live plant material, (such as a vase of flowers or a potted plant), in their display during the show. Plants can be rented from Heimlich Nurseries for around \$12. Please see order form and details at end of manual.

### **Sales Tax Identification Number Required**

All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number or MA Tax Identification Number (TIN) if a business, or a Social Security number, if an individual, to Show Management prior to setting up at the show. Effective November 12, 2010, the Massachusetts Department of Revenue (DOR) is **requiring** Show Producers to provide them with a complete file of this information. The number required is simply the number you or your company uses to file Massachusetts or Federal Income tax. A representative of Mass State Department of Revenue will be on site sometime during the Show.

Thank you if you have already provided this information on your application for booth space.

**If you have not already provided this information, please call Megan Berridge at 781-343-1562 or email it to her at [mberridge@paragonexpo.com](mailto:mberridge@paragonexpo.com) by Thursday, February 19.**

Exhibitors can apply for a Massachusetts State Tax Identification Number on line.

- Go to [www.mass.gov/dor](http://www.mass.gov/dor)
- Go to "Business"
- Go to "Filing & Reporting"

Proceed with instructions provided. **The responsibility is yours to comply with state codes.**

### **Insurance**

You are responsible for the space allotted to you. Consequently, be sure to have all insurance certificates in force and updated during the Show. It is very easy for most insurance companies to add a binder to your policy for the run of the Show. If there are damages to the building or its property attributable to you, it is your responsibility to reimburse the World Trade Center. Paragon Group requires no special insurance if the agreement for space rental is completed, signed and received by Paragon Group.

### **Material Handling**

Work rules require that the official material handling contractor off-load all equipment and display materials from commercial carriers/common carriers or van lines. **The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor.** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.

They must be off-loading from a company-owned truck or rental vehicle, of rom a car, van or truck owned by personnel of the exhibiting company. All trucks, including company-owned or rental vehicles over 24' in length will be off-loaded or loaded by the official material handling contractor.

**You may use only hand-operated equipment; two-wheeled hand trucks and four-wheeled hand trucks are permitted.** The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

## **GENERAL EXHIBITOR INFORMATION (cont.)**

### **Advance Orders for Show Services**

Plan ahead. It is always best to order services and/or furnishings in advance of the Show. Orders placed on-site are generally 30% higher in costs and processed after the advance orders. Therefore, to save time and money, order early. See the enclosed checklist for assistance with the ordering of services. If you have any questions, call Megan Berridge at 781-343-1562 or **Freeman directly at 508-894-5100**. The forms for electrical and telephone service can be found at the end of this manual.

### **Telephone**

Phones lines are available from Seaport World Trade Center at \$220/\$255 each. We highly recommend cell phone use. **Complimentary WiFi service is available at the Seaport World Trade Center but it is not recommended for dedicated business services**. An order form is attached.

### **Food Sales – Consumable On-Site or Packaged**

Exhibitors who intend to have food sampling and sell packaged food items (including spices, dressing and dip mixes and candy) must apply and pay for a **City of Boston Temporary Food Service Permit**. Show Management will coordinate the application process and send you the application. **The food permit as well as a check for \$50 made payable to the City of Boston must be returned to Paragon Group by February 20**. It is imperative that the permit is coordinated in advance – the Health Department has the right to close down the show if any exhibitor is found in violation of this policy.

### **Exhibitor Badges**

Each exhibiting company will be allotted four badges per 10' x 10' booth. **Badges will be distributed onsite at the Exhibitor Registration Counter in the main lobby**. Your staff members will be asked to show a company ID or business card. **If you have staff working for you who do not have a way to identify themselves as being affiliated with your company, or if you have more than 4 employees working throughout the show, please provide us with a list of names prior to Friday, March 6, 2015**. The list can be faxed to Megan Berridge at 781-453-0407 or emailed to mberridge@paragonexpo.com. If badges will be passed from employee to employee, please remind your staff to drop them off at the Exhibitor Registration Counter and placed in your company envelope before leaving the show each night. Badges are only to be worn by employees of the company renting booth space and working in the booth.

### **Guest Tickets**

**Each exhibiting company will receive four complimentary general admission tickets to the show**. The tickets will be mailed a few weeks before the show with your zone move-in pass. Guests and family of exhibitors must use Guest Tickets (NOT exhibitor badges). Exhibitors are entitled to purchase 20 tickets at the discounted price of \$10 each using the Exhibitor Guest Ticket Form which is included in this manual. Guest tickets can be left at will call located at exhibitor registration in the main lobby.

### **Show Program**

Your company will be listed in the official show program if contract and full payment are received by January 30, 2015. You may also want to consider purchasing an ad in the program. Rate information is attached. **The deadline to reserve ad space is Monday, February 12, 2015**.

## **GENERAL EXHIBITOR INFORMATION (cont.)**

### **Booth Set Up Deadline**

Any booth not occupied by 9:00 AM on Wednesday, March 11, 2015 will be presumed to be abandoned. If there is display material in the booth and we believe the exhibitor will be late, but will arrive, the General Contractor, Freeman, will set up the booth as best they can with the information/product available. If we do not believe the exhibitor will arrive or there is no material in the booth, it will be carpeted and made into a food concession or lounge or reassigned by Show Management. Any exhibitor who arrives late will be charged for the cost incurred and penalized on the following year's space assignment.

### **Re-Stocking**

**Re-stocking should be done during the hour and a half prior to show opening.** During this period, exhibitors will be allowed to re-stock by dolly/hand cart through the front or side doors. Re-stocking can also be done by pulling into a loading dock with permission of show security/show production crew. All vehicles must be removed from the loading dock ½ hour before the show opens.

Hand-carried items can be re-stocked during the run of show but wheeled carts present a hazard in a crowded hall. There is limited on-site storage available. Please contact Megan Berridge at 781-343-1562 or [mberridge@paragonexpo.com](mailto:mberridge@paragonexpo.com), if you would like to reserve some storage space.

### **Large Purchases**

The removal of large purchased items from the show is the responsibility of the exhibitor and the customer but we will work with you to facilitate pick up. Items may be moved to the Coat/Package Check near the main entrance or to the lobby. When the customer pulls up, either the exhibitor or a member of the show's production crew can assist with the movement of the item(s) into the customer's vehicle.

**\*\* Massport officers will be working to make sure that there is no parking in front of the building and anyone leaving a vehicle there for more than a few minutes runs the risk of being ticketed. We can also arrange pick up of items through the loading docks but we would like to minimize use of these doors.**

## **BOOTH GUIDELINES**

### **Booth Display**

The Boston Flower & Garden Show provides a basic booth for each exhibitor renting a non-bulk space, which consists of an 8' high dark green and plum back wall, 3' high side rails and a 7"x44" identification sign. Back wall drape will be in three panels colored dark green, plum and dark green. Side drapes will be dark green. If you desire carpeting or other booth accessories, the Show decorator, Freeman, has various selections listed on the enclosed forms. **The deadline for ordering from Freeman to insure advance rates is Tuesday, February 17, 2015.**

### **Display Guidelines (Enforced)**

Paragon Group enforces display regulations that we believe provide each exhibitor an equal opportunity to make the most effective use of their space without infringing on the rights of their neighbors. The foundation upon which all show management display rules are based is the following:

**“All exhibitors, regardless of size or location, will be given an equal opportunity, within the bounds of common sense and professional courtesy, to exhibit their product(s) or service(s) in the most effective manner to the audience.”**

Remember, that you are our customers, and we want you to be successful. But with rights come responsibilities. The exhibitor's responsibility can best be summed up as: **“Be a Good Neighbor”**

### **Booth Construction**

1. Booth construction may be 8' high for the first 5' from the back wall of booth. **The front 5' (to aisle) may be no higher than 4', unless approved by in advance of the event by Show Management.** This results in clear linear visibility for all exhibits.
2. Nothing may be erected or hung across or over any aisles, even if that aisle is flanked on both sides by booths assigned to the same exhibitor, unless approved by Show Management.
3. All exposed areas of the exhibit must have finished surfaces including the back and sides. Graphics, logos or print facing into another booth will not be allowed. All such material must face into the aisle or into the exhibitor's own booth. Any part of any booth needing a finished surface at 6:00 PM, the day prior to the Show opening, will be draped at the expense of the exhibitor. Show Management will decide whether such drape is needed.

### **No Nails or Screws**

Nothing may be posted, tacked, nailed or screwed to columns, walls, floor or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

### **Don't Block Aisles or Invade Neighbor's Space**

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisles, passageways, lobby or exits leading to any fire extinguishing appliances.

### **Handouts**

You may not distribute literature, samples or other material outside your contracted exhibit space.

### **Endangered Species**

No endangered plants or bulbs may be sold in the Boston Flower & Garden Show.

### **Good Taste and the Rights of Others**

Show Management may require any Exhibitor to make changes in his exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste or interferes with the rights of other exhibitors. Failure to comply could cause booth to be removed or draped.

### **Exhibitors with Special Needs**

Exhibitors who have special needs which require variance from these guidelines must get prior written approval from Show Management. Exhibitors should send detailed plans of their proposed display for this approval.

### **Lighting**

While adequate lighting is provided throughout the exhibit hall, the use of supplemental lighting, available from the electrical service contractor may be ordered. To order additional lighting, please refer to the Seaport Energy Co., Inc. form enclosed at the end of this manual.

### **Sound**

Use of microphones and amplifiers is strictly prohibited. Noise level from video or slide displays **MUST BE KEPT TO A MINIMUM**. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors. Should such a determination be made, the exhibitor must comply with show management's request to lower the sound level.

### **Demonstrations**

Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. **Should spectators interfere with the normal flow in the aisle, show management will have no alternative but to request that you limit or eliminate the presentation.**

### **Signage**

Show Management provides each exhibiting company a sign that states the company name, city/town, state, and booth number. **No handmade signs are allowed in an exhibitor's booth.** Exhibitors may substitute a professionally made sign of their own design if desired. To order additional signage, please refer to the Freeman *Exhibitor Services Manual* for the order form.

Signage cannot contain the name or booth number of other exhibitors in the show or reference the cost of another exhibitor's product or service. Signage may not extend higher than one foot above the 8' backdrop without permission by Show Management. Show Management reserves the right to ask an exhibitor to remove any sign deemed inappropriate.

## **EXHIBITOR SECURITY ADVISORY**

### **Arrival of Exhibit Material at Show**

Merchandise shipped in advance to official drayage contractor will generally arrive in your booth on the first day of installation.

### **UPS and FedEx Deliveries**

**We strongly discourage sending freight via overnight delivery services** (FedEx, UPS) due to the logistical challenges inherent within the Seaport World Trade Center. Shipping via this method also incurs material handling charges! Once the Show has opened, there will be no one at the loading dock to accept any UPS or FedEx deliveries. If you are expecting a delivery please make arrangements for your shipment to be delivered elsewhere.

### **Children and Animals Prohibited in Hall During Move In/Move Out**

For safety reasons, children under the age of 16 and pets will not be permitted in the hall during the move-in and move-out periods. This rule applies to infants in strollers, Baby Bjorn-type devices and in arms. This rule will be strictly enforced. Only assistance dogs and animals approved for incorporation in gardens (fish, birds, etc.) will be allowed in the hall during the run of show.

### **During Installation**

While setting up booths which contain small, easily pilferable articles, use of individual booth safeguards should be made, i.e., chaining of items, show cases, covering with tarps and locking containers. Private guards are also available on a rental basis from the security service contractor.

### **During Show Hours**

Booth personnel should be in attendance one hour prior to official Show opening and should remain during all Show hours. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening. Special safeguards should be exercised with regard to personal items such as handbags, wallets, coats and show cases.



**During Move Out Period**

**The show closes on Sunday at 6:00 PM at the closing announcement. You may begin to dismantle your booth at this time, however, merchandise removal cannot begin prior to 6:30 PM in order to allow time for attendees to safely leave the hall.**

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate must be properly labeled or tagged for shipment. If you are expecting a pick up on Monday by common carrier or express delivery, see the Freeman Service Desk for details.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage. **The responsibility is yours.**

**Show Management assumes no liability or responsibility for any loss, damages or theft.** Therefore, it is incumbent upon exhibitors to provide for their own product security and insurance coverage.

Materials left on the floor after 12 PM on Tuesday, March 17 will be removed or destroyed on site with charges back to the exhibitor.

## **PERFORMANCE OF MUSIC AT THE BOSTON FLOWER & GARDEN SHOW**

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner as shown below.

The licensing requirements include the playing of live as well as recorded music, whether it is the essence of the presentation or is used only as background, on a videotape or other presentation.

ASCAP  
3350 Cumberland Circle  
Suite 1890  
Atlanta, GA 30339  
800/505-4052

BMI  
10 Music Square East  
Nashville, TN 37203  
800/326-4264

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract for the Boston Flower & Garden Show.

Please take a few minutes to ensure a hassle free event by acquiring proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact show management immediately. Thank You.

## **FIRE PREVENTION INFORMATION**

- **Smoking is prohibited in the Seaport World Trade Center.**
- All exits and emergency exits must be kept clear. No partial blocking will be permitted.
- All fire alarm pull stations must be kept clear.
- Fire extinguishers may not be covered over by any drapes or hidden by any type of displays.
- No motorized vehicles may contain more than one quarter (1/4) tank of fuel while on display.
- All pressurized fuel tanks or gas cylinders must be drained.
- All fuel fills must be locked, and all fuel caps must be locked or taped closed with duct tape.
- Any live plants and trees must be potted or their root balls covered with burlap or suitable material.
- Artificial trees and plants must be treated with a flame proofing material.
- Certification of flame proofing may be requested by the fire official.
- Any type of mulch material must be treated with a flame proofing material, or watered daily. If treated with a flame proofing material, certification may be requested by the fire official.
- No open flames, fires, candles or burning of any kind will be permitted within the complex.
- The Fire Prevention Code of the City of Boston will be strictly enforced.

NOTE: If you have any questions concerning the above fire regulations, please contact Show Management.

	<h1>Guest Ticket Order Form</h1> <h2>Form Deadline: February 27, 2015</h2>	<h3>Exhibitor:</h3>
<p>Please complete and return to Megan Berridge, Paragon Group, 197 First Avenue, Suite 150, Needham, MA 02494, FAX: 781-453-0407, mberridge@paragongroup.com</p>		

### **Exhibitor Guest Tickets**

As part of your exhibitor package, **you will receive *four complimentary general admission tickets*, which will be sent to you a few weeks before the show.** Hosting additional clients, friends and family at the show is easy with discounted Exhibitor Guest Tickets, available only to exhibitors, at \$10 per ticket, maximum 20 tickets per exhibitor. It is against show rules to use Exhibitor Badges for non-working visitors. Guest tickets are to be used for this purpose and can be held under your name or theirs at the will call desk located at exhibitor registration, or sent to you to distribute.

Please send me \_\_\_\_\_ Exhibitor Guest Tickets @ \$10 each. **Total \$** \_\_\_\_\_

\_\_\_\_\_ Mail the tickets to me

\_\_\_\_\_ Hold at Will Call under the name(s): \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Payment**

( ) Check *payable to Boston Flower & Garden Show* enclosed.

( ) AMEX ( ) Mastercard ( ) Visa

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Thank you for your order!



**HEIMLICH NURSERIES**

71 Burlington Street  
Woburn, MA 01801  
(781) 933-9815

**PLANT RENTAL AGREEMENT**

Please deliver and set up at our booth the following: (Specify 1 – 9 from reverse side)

**RENTALS**

Section (1 – 9)

		<u>Height</u>	<u>Price/Show</u>	<u>Quantity</u>	<u>Total Cost</u>
_____	Foliage Plants	2' – 4'	@ \$ 12.00	_____	\$ _____
_____	Foliage Plants	4' – 6'	@ \$ 25.00	_____	\$ _____
_____	Foliage Plants	6' – 8'	@ \$ 45.00	_____	\$ _____
	Baskets		@ \$ 8.00	_____	\$ _____
	Hanging Plants (8" Pot)		@ \$ 6.00	_____	\$ _____
	Boston Ferns (10" Pot)		@ \$ 12.00	_____	\$ _____

**SALES**

	Flowering Plants (6" Pot)	@ \$ 6.50	_____	\$ _____
	Flowering Plants (8" Pot)	@ \$ 10.00	_____	\$ _____
	Flower Arrangements	@ \$ 30.00	_____	\$ _____
	Flower Arrangements	@ \$ 50.00	_____	\$ _____

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ Booth # (s): \_\_\_\_\_

Substitutions may be necessary due to availability.

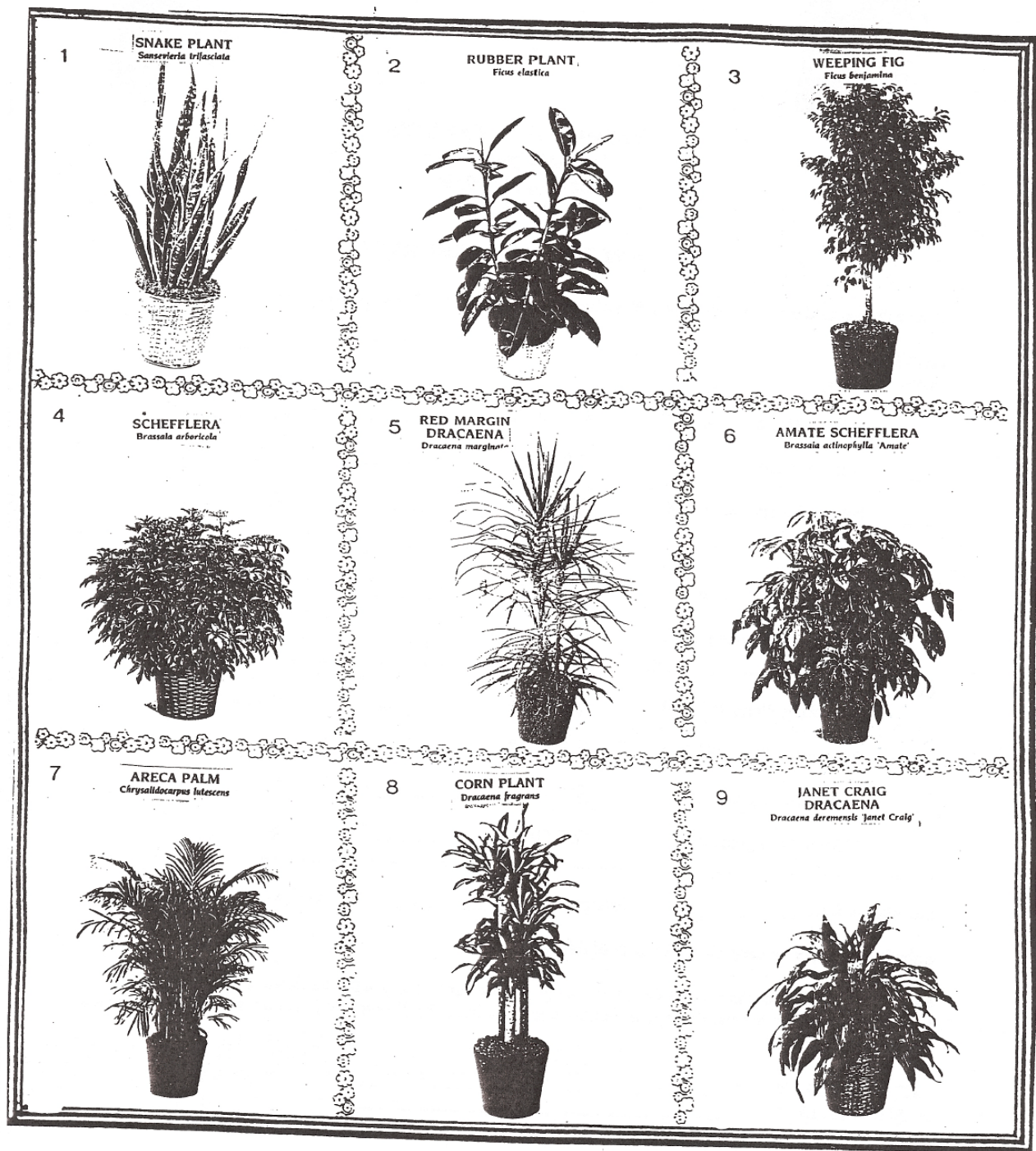
Payment is required at the time of delivery. All prices are subject to 5% Massachusetts State Sales Tax.  
Lessee agrees to pay for any damage or theft occurring during the period of this contract, over and above the actual rental price.

AUTHORIZED BY : \_\_\_\_\_  
NAME & TITLE : \_\_\_\_\_

COMPANY : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

TELEPHONE : \_\_\_\_\_



**HEIMLICH'S NURSERIES**  
**WOBURN, MASSACHUSETTS**  
 (781) 933-9815

**Seaport Energy Co., Inc.**

200 Seaport Boulevard, Suite 602

Boston, MA 02210

phone (617) 439-5425 fax (617) 439-5433

info@seaportenergyboston.com

www.SeaportEnergyBoston.com

Show Name : **Boston Flower & Garden Show**Show Date: **March 11-15, 2015**

Booth# \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Street City State Zip

Contact Person Telephone# \_\_\_\_\_

Email: \_\_\_\_\_ please print Fax # \_\_\_\_\_

QTY.	120 VOLT SERVICE	Discount RATE	Floor RATE	Overhead RATE + \$50	COST
_____	Outlet to 500 watts .....	\$110	\$137.50	\$ _____	\$ _____
_____	Outlet to 1000 watts .....	\$130	\$162.50	\$ _____	\$ _____
_____	Outlet to 2000 watts .....	\$155	\$193.75	\$ _____	\$ _____
	All outlets are installed on the floor at rear of in-line and peninsula booths. Add <b>\$50</b> for each overhead drop.				
	<b>208 VOLT SERVICE</b>				
	<b>(20 amp minimum each)</b>				
_____	Single Phase \$10.00 per amp x _____ amp =		<b>+25%</b>	\$ _____	\$ _____
_____	Three Phase \$12.00 per amp x _____ amp =		<b>+25%</b>	\$ _____	\$ _____
	<b>480 VOLT SERVICE</b>				
	<b>(20 amp minimum each)</b>				
_____	\$20.00 per amp x _____ amp =		<b>+25%</b>	\$ _____	\$ _____
	<b>LIGHTING SERVICE</b>				
	Prices below include 120 volt power for our lighting service only.				
_____	1000 watt flood light.....	\$200	\$250.00		\$ _____
_____	575 watt par or leko theatrical fixture.....	\$250	\$312.50		\$ _____
_____	One- 300 watt flood light (with 8' ceiling support pole)	\$150	\$187.50		\$ _____
_____	Two- 300 watt flood lights (with 8' ceiling support pole)	\$190	\$237.50		\$ _____
_____	Three- 300 watt flood lights (with 8' ceiling support pole)	\$230	\$287.50		\$ _____
	* Flood lights are secured to 8' poles extending floods down from ceiling.				
				<b>Total</b>	<b>\$ _____</b>

- 1.) Electrical power for all booths will be turned on 1/2 hour before show opening and turned off at the close of the show.
- 2.) **Orders for 24-hour service add 100%.** Please mark payment as 24 hr power.
- 3.) Please enclose sketch or NEMA number of 208 volt power outlets. Equipment without cord caps require a one hour labor charge. Call customer service for labor quote.
- 4.) All orders not received 14 days before show opening will be considered floor rate. **COUPON CODES** expire at this time.
- 5.) All outlets are installed on the floor at rear of in-line and peninsula booths. Add **\$50** for each over head drop.

YOUR DISCOUNT RATE  
COUPON CODE**FLOWER15**

Expires: 2/25/15

**Please make checks payable to Seaport Energy Co., Inc.**

Mail Checks to:

**Seaport Energy Co., Inc.****200 Seaport Blvd. Suite 602****Boston, MA 02210**

Please visit us online to make CREDIT CARD payments!

**www.SeaportEnergyBoston.com**

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

( Please include this completed order form with all payment made by check )

# A 15214

# Request for Telecommunications Services



SEAPORT

PLEASE RETURN TO:  
WORLD TRADE CENTER BOSTON  
TELECOMMUNICATIONS DEPARTMENT  
200 SEAPORT BLVD  
BOSTON, MA 02210  
FAX: (617) 385 4400 (fax orders accepted)

FOR INFORMATION  
CALL  
617-385-5006

PLEASE TYPE OR PRINT

NAME OF SHOW			BOOTH NUMBER (S) OR ROOM
EXHIBITING FIRM NAME			DATE(S) OF SHOW
ADDRESS	CITY	STATE	ZIP
CONTACT NAME / AUTHORIZING SIGNATURE			TELEPHONE
EMAIL ADDRESS			

## PAYMENT MUST ACCOMPANY ORDER

☐ COMPANY CHECK ☐ MASTERCARD ☐ AMERICAN EXPRESS

We regret that we cannot accept checks drawn on foreign banks or personal checks. ☐ MONEY ORDER ☐ VISA ☐ DISCOVER

**CUSTOMERS WHO CHOOSE TO PAY BY CHECK OR MONEY ORDER MUST ALSO SUPPLY A VALID CREDIT CARD NUMBER BELOW. ANY AND ALL CHARGES NOT PREPAID, INCLUDING THOSE FOR CALLS AND UNRETURNED OR DAMAGED EQUIPMENT, WILL BE BILLED TO THE CREDIT CARD NUMBER PROVIDED.**

**\*\*CHARGES TO YOUR CARD WILL APPEAR UNDER THE NAME SEAPORT HOTEL.\*\***

CREDIT CARD NUMBER	EXP. DATE	NAME AS IT APPEARS ON CARD
AUTHORIZING SIGNATURE		DATE AUTHORIZED

TYPE OF SERVICE	QUANTITY	DISCOUNT PRICE*	STANDARD PRICE	TOTAL
Analog Line		\$220	\$255	
Single-line phone		\$220	\$255	
LAN with internet access		\$450	\$485	
Hub Rental**				

Other (please describe) :

**\*\*\*PLEASE CONTACT THE TELECOMMUNICATIONS DEPARTMENT AT (617) 385-5006 FOR PRICING AND SERVICE OFFERINGS INCLUDING T1, VIDEOCONFERENCING OR CUSTOMIZED INFRASTRUCTURE\*\*\***

While we do offer complimentary wireless services throughout the Seaport Complex, including the Commonwealth Exhibition Hall, we do not recommend using the wireless connection as the primary internet solution for your exhibitor displays. Reliable and efficient internet connectivity will be best handled through a wired connection. \*To qualify for discount pricing, request and payment must be received 15 business days prior to the first move-in date; 8-port hub rental = \$100; 24-port hub rental = \$200; each additional connection from hub = \$40

SUBTOTAL

6.25% TAX

**TOTAL DUE**

**CALLING SERVICE:** (if not indicated, all lines will have long distance) ☐ LOCAL ☐ LONG DISTANCE ☐ INTERNATIONAL

## IMPORTANT INFORMATION

- Local and long distance charges apply.
- Custom may provide own station equipment. All equipment must be Touchstone® and comply with FCC regulations
- To obtain an outside line, please dial 9 first.
- No credit will be given for equipment or service cancelled after installation.
- Final invoices or any applicable refunds will be processed approximately 4 weeks after the close of the show.

## DESCRIPTIONS OF SERVICE OFFERINGS

**Analog service** – Standard Phone service which accommodates such applications as a single phone line, modem, or fax. If ordered, WTCB will provide a phone with a single line.

**LAN** – 10base-T Local Area Network connection with direct internet access via DHCP. PC or laptop must come equipped with the following: Network Interface Card with an RJ45 adapter, TCP/IP and web browser.



**Reach over 65,000 New Englanders!**

# Advertise in the Show Program for the 2015 Boston Flower & Garden Show



## The Audience:

**78% Own Their Own Home**  
**35% Household Income \$100K+**  
**73% Female**  
**65% Ages 35 to 64**  
**65% Dine Out while Visiting Boston for the Show**  
**33% Shop or Visit a Museum while Visiting Boston for the Show**



**Megan Berridge, Sr. Sales Exec.**  
**Paragon Group**  
**197 First Avenue, Suite 150**  
**Needham, MA 02494**  
**Phone: 781-343-1562**  
**Fax: 781-453-0407**  
**E-mail:**  
**mberridge@paragonexpo.com**

Show visitors receive this handy, full-color 5.5" x 8.5" booklet and use it to plan which lectures, demonstrations, vendors and gardens to visit.



**90% of attendees pick up a show program and 42% say they hold on to it to use as a resource after the show!**

**Reserve your space today...**

**Full page ads are \$800; half-page ads are \$500!**

A much-loved tradition continues as the five-day long Boston Flower & Garden Show celebrates the early spring garden in a show themed *Season of Enchantment*, March 11-15, 2015. The Official Show Program is the ideal place to market your company because it not only provides a list of exhibitors and programming, but serves as a notebook and planner for attendees to use in the months ahead. Our audience consists of garden-savvy, outdoorsy, adventurous, tourism-oriented homeowners and others who like to know about the latest products, destinations and events. Most of our guests visit in groups, with friends and or with family and plan to visit other attractions, shop in local stores or go out to eat after the show.

Just fill out and return the enclosed insertion order form or call Megan Berridge for more information.

**Deadline to reserve ad space is Monday, February, 9 2015.**

**2015 Boston Flower & Garden Show**  
**Season of Enchantment**  
**March 11-15, 2015**  
**Seaport World Trade Center, Boston**  
**www.BostonFlowerShow.com**  
**A PARAGON GROUP EVENT**





# SHOW PROGRAM INSERTION ORDER

## MARCH 11-15, 2015, Seaport World Trade Center, Boston

Rates		Mechanical Requirements		Insertion Information	
<b>2-Pg Spread 4/C</b>	\$1500	<b>2-Pg spread bleed</b>	11 1/4" x 8 3/4"	<b>Closing Date:</b>	<b>FEB 9, 2015</b>
		<b>2-Pg spread non-bleed</b>	10 1/4" x 7 3/4"	<b>Material Deadline:</b>	<b>FEB 12, 2015</b>
<b>Cover 4/C</b>	\$1200	<b>Full Page bleed</b>	5 3/4" x 8 3/4"	<b>Ad Size:</b> _____ <b>Rate:</b> _____ <b>Agency Discount:</b> _____ <b>Total Charge:</b> _____	
<b>Full Page 4/C</b>	\$800	<b>Full Page non-bleed</b>	4 5/8" x 7 3/4"		
<b>Half Page 4/C</b>	\$500	<b>Half Page horizontal</b>	4 5/8" x 3 3/4"		
<b>Business Card</b>	\$300	<b>Business Card</b>	3 1/2" x 2"		
		<b>Page bleeds</b>	1/8" on all 4 sides		
		<b>Live material</b>	3/8" from trim		
		<b>Trim size</b>	5 1/2" x 8 1/2"		

### Preferred files are press-ready PDFs. PDF/X-1a Guidelines:

(Native files — Quark, InDesign, Illustrator — are also accepted, as long as all support files are included — fonts and linked images)

- Use correct page size, 5 1/2" x 8 1/2"
- Cropmarks with 1/8" bleed
- Text/logos should have at least .25" clearance from trim
- All fonts are active (pay attention to fonts used in EPS files)
- Both screen and printer fonts are available
- Fonts are not menu styled
- All images are linked and updated
- Images are either grayscale or CMYK
- Photo effective resolution is 300 dpi (plus or minus 20%)
- Line art effective resolution is between 1200 and 2400 dpi
- Scans and illustrations are either TIFF or EPS
- Created color is CMYK (not "spot color" checked)

### INFORMATION BELOW MUST BE FILLED OUT COMPLETELY AND RETURNED TO PARAGON GROUP BY MAIL OR FAX

<b>Advertiser</b>		<b>Contact</b>	
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Email</b>	<b>Phone #</b>	<b>Fax #</b>	
<b>Agency</b>		<b>Contact</b>	
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Email</b>	<b>Phone #</b>	<b>Fax #</b>	
<b>Bill to: ( ) Advertiser ( ) Agency ( ) Other (specify)</b>			

\_\_\_\_\_  
*Title* *Signature* *Date*

**Please send order form and ad to Megan Berridge**

**Fax: 781-453-0407 or e-mail: mberridge@paragonexpo.com**

**Questions? Call Megan at 800-258-8912, ext. 102 or directly at 781-343-1562**

Paragon Group, Inc., 197 First Avenue, Ste. 150, Needham, MA 02494 [www.BostonFlowerShow.com](http://www.BostonFlowerShow.com)

# F R E E M A N

275 Bodwell Street  
Avon, MA 02322  
508-894-5100 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

BOSTON FLOWER & GARDEN SHOW  
MARCH 11-15, 2015  
SEAPORT WORLD TRADE CENTER  
BOSTON, MA

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high green & plum back drape, 3' high green side dividers and a 7" x 44" one-line identification sign.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Tuesday, February 17, 2015.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Monday March 9 7:00 AM - 4:30 PM

Tuesday March 10 7:00 AM - 1:00 PM

**All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.**

### EXHIBIT HOURS

Wednesday March 11 10:00 AM - 8:00 PM

Thursday March 12 10:00 AM - 8:00 PM

Friday March 13 10:00 AM - 9:00 PM

Saturday March 14 10:00 AM - 9:00 PM

Sunday March 15 10:00 AM - 6:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Sunday March 15 6:00 PM - 10:00 PM

Monday March 16 8:00 AM - 4:30 PM

**All labor and outbound material handling services performed all day Sunday, will have overtime charges applied.**

**All labor and outbound material handling services performed after 4:30 pm on Monday, will have overtime charges applied.**

## DISMANTLE AND MOVE-OUT INFORMATION

- **Freeman will begin returning empty containers at the close of the show.**
- All exhibitor materials must be removed from the exhibit facility by 4:30 PM on Monday, March 16, 2015.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 2:30 PM on Monday, March 16, 2015. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

*Please refer to our Shipping Instructions located on the next page.*

## VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

## POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

### FREEMAN

275 Bodwell Street  
Avon, MA 02322  
Phone: 508-894-5100 • Fax: 469-621-5608

### FREEMAN TRANSPORTATION

800-995-3579 Toll Free US & Canada  
817-607-5100 Local & International  
Fax: 469-621-5810

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **Tuesday, February 17, 2015**. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

## SHIPPING INFORMATION

### Warehouse shipping address:

Exhibiting Company Name  
**BOSTON FLOWER & GARDEN SHOW**  
Booth # \_\_\_\_\_  
C/O Freeman  
25 Doherty Ave  
Avon, MA 02322

**PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.**

Freeman will accept crated, boxed or skidded materials beginning Wednesday, February 11, 2015 at the above address. Materials arriving after Monday, March 2, 2015 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, February 16, 2014 in observance of President's Day. Shipments will not be accepted on this date.**

### Show site shipping address:

Exhibiting Company Name  
**BOSTON FLOWER & GARDEN SHOW**  
Booth # \_\_\_\_\_  
C/O Freeman  
Seaport World Trade Center  
200 Seaport Blvd., Commonwealth Pier  
Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning Monday, March 9, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**PLEASE NOTE:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

## LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 508-894-5100.

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 508-894-5100 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at 508-894-5100 with any questions or needs you may have.

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
Ph: 781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2015

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL \_\_\_\_\_

E-MAIL FOR INVOICE \_\_\_\_\_ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

### ☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (405232) on your remittance.

### ☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

### ☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	ELECTRICAL LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	TOTALFLEX	EXHIBIT TRANSPORTATION	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

### TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?405232>

# F R E E M A N

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

## BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

### Indicate which services are to be invoiced to the Third Party:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> OTHER _____                    |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# F R E E M A N

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE

FEBRUARY 17, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(508) 894-5100** to speak with one of our experts

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PAGE 1						
___	N71088	Black Diamond Stool .....	202.80	223.10	283.90	___
___	N71089	Black Diamond Side Chair .....	116.25	127.90	162.75	___
___	N71090	Black Diamond Arm Chair .....	166.05	182.65	232.45	___
___	C115103	Studio Black Cocktail Table.....	90.15	99.15	126.20	___
___	C115104	Studio Black End Table .....	90.15	99.15	126.20	___
___	N75079	Orion Computer Kiosk .....	339.90	373.90	475.85	___

### Display Cylinders

___	N75020	Black Display Cylinder/Low.....	188.65	207.50	264.10	___
___	N75021	Black Display Cylinder/Med.....	188.65	207.50	264.10	___
___	N75022	Black Display Cylinder/Lg .....	188.65	207.50	264.10	___

## PAGE 2

___	C210108	Limerick® Chair.....	82.65	90.90	115.70	___
		by Herman Miller				
___	C210109	Limerick® Stool.....	124.45	136.90	174.25	___
		by Herman Miller				

### Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H....	145.60	160.15	203.85	___
___	N72069	Black-top Cafe 24"W x 30"H...	181.75	199.95	254.45	___
___	N72070	Black-top Bistro 24"W x 42"H..	181.75	199.95	254.45	___
___	N72067	Black-top Café Table 36"x30".	181.75	199.95	254.45	___
___	N72068	Black-top Bistro Table 36"x42"	181.75	199.95	254.45	___

### Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H .....	181.75	199.95	254.45	___
___	N72064	Café Table 36"W x 30"H .....	181.75	199.95	254.45	___
___	N720163	Bistro Table 30"W x 42"H .....	181.75	199.95	254.45	___
___	N720164	Bistro Table 36"W x 42"H .....	181.75	199.95	254.45	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PAGE 2 (continued)						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H ....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H ....	153.75	169.15	215.25	___
___	C130630	Draped Table 6'L x 30"H ....	192.25	211.50	269.15	___
___	C130830	Draped Table 8'L x 30"H ....	214.35	235.80	300.10	___
___	C12404630	4th Side Drape 6'L x 30"H ..	38.15	41.95	53.40	___
___	C12404830	4th Side Drape 8'L x 30"H ..	38.15	41.95	53.40	___
___	C130342	Draped Counter 3'L x 42"H	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	194.55	214.00	272.35	___
___	C130642	Draped Counter 6'L x 42"H	231.40	254.55	323.95	___
___	C130842	Draped Counter 8'L x 42"H	254.65	280.10	356.50	___
___	C12404642	4th Side Drape 6'L x 42"H ..	53.25	58.60	74.55	___
___	C12404842	4th Side Drape 8'L x 42"H ..	53.25	58.60	74.55	___

### Undraped Tables - Tables are 24" wide

___	C131330	Undraped Table 3'L x 30"H.	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H.	64.85	71.35	90.80	___
___	C131630	Undraped Table 6'L x 30"H.	79.45	87.40	111.25	___
___	C131830	Undraped Table 8'L x 30"H.	100.20	110.20	140.30	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	88.05	96.85	123.25	___
___	C131642	Undraped Counter 6'Lx42"H	102.80	113.10	143.90	___
___	C131842	Undraped Counter 8'Lx42"H	124.35	136.80	174.10	___

### MISCELLANEOUS

___	C220134	Chrome Easel .....	44.90	49.40	62.85	___
___	220107	Wastebasket .....	23.30	25.65	32.60	___
___	220106	Corrugated Wastebasket ....	17.50	19.25	24.50	___

### Special Drape

<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	15.20	16.70	21.30	___
___	12108	Special Drape 8'H (per ft.) ...	20.80	22.90	29.10	___

### TOTAL COST

Sub-Total	+	6.25 %Tax	=	Total Cost
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Remember to select a color for items  
with checkboxes. A color will be  
selected for you if not indicated.



# F R E E M A N

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Guaranteed new, high quality carpet available in a variety of designer colors.

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 5.15	\$ 5.65	\$ 7.20	
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 4.55	\$ 5.00	\$ 6.35	

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 4.30	\$ 4.75	\$ 6.00	
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 3.70	\$ 4.05	\$ 5.20	

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 3.25	\$ 3.60	\$ 4.55	

**CLASSIC CARPET** - includes delivery, material handling, installation and removal

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 234.10	\$ 257.50	\$ 327.75	
_____	9' x 20' Classic Carpet .....	\$ 468.20	\$ 515.00	\$ 655.50	
_____	9' x 30' Classic Carpet .....	\$ 702.30	\$ 772.55	\$ 983.20	
_____	9' x 40' Classic Carpet .....	\$ 936.40	\$ 1,030.05	\$ 1,310.95	

**CARPET PADDING AND PLASTIC COVERING** - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 146.50	\$ 161.15	\$ 205.10	
_____	9' x 20' Carpet Padding .....	\$ 292.95	\$ 322.25	\$ 410.15	
_____	9' x 30' Carpet Padding .....	\$ 439.45	\$ 483.40	\$ 615.25	
_____	9' x 40' Carpet Padding .....	\$ 585.90	\$ 644.50	\$ 820.25	
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.65	\$ 1.80	\$ 2.30	
_____	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$ 1.35	\$ 1.50	\$ 1.90	
_____	Plastic Covering (price per sq. ft.) .....	\$ 1.35	\$ 1.50	\$ 1.90	

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

**\*\*All utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\***

**TOTAL COST**

Sub- Total	+	6.25% Tax	=	Total Cost
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Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before FEBRUARY 17, 2015

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before FEBRUARY 17, 2015



# F R E E M A N

275 Bodwell Street  
Avon, MA 02322  
Ph: 508-894-5100 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

INCLUDE THE FREEMAN  
METHOD OF PAYMENT WITH  
YOUR ORDER

DEADLINE DATE  
FEBRUARY 17, 2015

SHOW NAME: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ FAX#: \_\_\_\_\_

**\*YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

		Advance	Show Site
<b>Straight Time-</b>	8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$141.25	197.75
<b>Overtime-</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday		
	All Day Sunday and Holidays.....	\$229.25	320.95

- Price is per person/per hour
  - Supervisor must check in at Service Desk to pick up labor
  - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Please include set up plan and special instructions with this order.**

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

\*High voltage (208V and over), please contact the facility's electrical department.

## CORD INSTALLATION LABOR

### ☐ Freeman Supervised Labor

- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ☐ Exhibitor Supervised Labor

### ☐ Display Company Supervised Labor

Name of supervisor \_\_\_\_\_ Phone Number: \_\_\_\_\_

•Start times cannot always be guaranteed.

•If no time is provided, labor will be available on a first-come, first serve basis only.

•Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.

•Carpet will not be installed until cords have been laid.

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
Total Installation						= \$ _____

## CORD DISMANTLE LABOR

- A one hour minimum labor charge will apply to pick up cords.
- Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	1	x 1	= 1	@ \$ _____	= \$ _____

## CORD RENTAL

Description	Price	Quantity
<b>25' Flat Cord</b> .....	<b>\$25.00*</b>	_____
<b>50' Flat Cord</b> .....	<b>\$38.00*</b>	_____
<b>Tape to cover cords</b> .....	<b>\$22.00/roll*</b>	_____

There will be a minimum charge of \$22.00 to cover cords with tape.  
Larger areas and multiple electrical drops may require more than one roll.

**Subtotal** \_\_\_\_\_  
**\*+6.25% Mass Tax** \_\_\_\_\_  
**Total Cost** \_\_\_\_\_

See Reverse Side For Additional Information And Conditions

FREEMAN electrical/internet cord labor

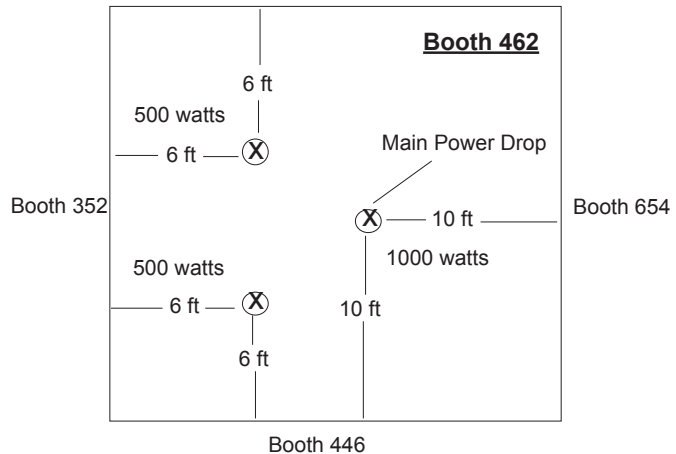
## TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



## BOOTH DIAGRAM



# F R E E M A N

275 Bodwell Street  
Avon, MA 02322  
508-894-5100 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

DEADLINE DATE  
FEBRUARY 17, 2015

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$141.25	197.75
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday		
All Day Sunday and Holidays.....	\$229.25	320.95

**• Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

*Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

## INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

## DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

### FREEMAN SUPERVISED LABOR

**IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**

### INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

**PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.**

**FREEMAN installation & dismantle**

# F R E E M A N

275 Bodwell Street  
Avon, MA 02322

Phone: 508-894-5100 • Fax: 469-621-5608

**METHOD OF PAYMENT FORM MUST  
ACCOMPANY YOUR ORDER**

**DEADLINE DATE  
FEBRUARY 17, 2015**

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday

**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday, Sunday & Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

**Union Holidays:** New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR - up to 5,000 lbs.</b>			
304050	Forklift & operator - ST .....	\$361.50	\$506.25
304051	Forklift & operator - OT .....	\$537.50	\$752.50
<b>FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.</b>			
304040	4-Stage Forklift & operator - ST .....	\$513.75	\$719.25
304041	4-Stage Forklift & operator - OT .....	\$689.75	\$965.75
<input type="checkbox"/>	Please check here if you need a Scissorlift for booth work.		
<b>FORKLIFT LABOR - up to 10,000 lbs.</b>			
3040100	Forklift & operator - ST .....	\$437.75	\$613.00
3040101	Forklift & operator - OT .....	\$613.75	\$859.25
<b>RIGGING LABOR</b>			
3020100	Rigger - ST .....	\$141.25	\$197.75
3020101	Rigger - OT .....	\$229.25	\$320.95

## INSTALLATION - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

## DISMANTLE - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

## PLEASE INDICATE WORK TO BE PERFORMED

☐ UNCRATING   ☐ UNSKIDDING   ☐ RE-SKIDDING   ☐ HEADER / BOOTH WORK   ☐ OTHER

FREEMAN rigging labor

# F R E E M A N

275 Bodwell Street  
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FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 17, 2015

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

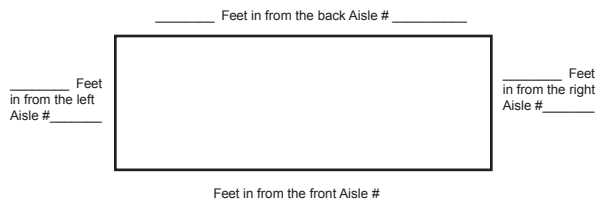
Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

#### Overtime

4:30 P.M. to 8:00 A.M., Monday through Friday, All Day Saturday, Sunday and Holidays

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline date
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Advance	Show Site
--	---------	-----------

#### 20' ScissorLift with crew (Up to 350lbs. capacity)

Straight Time \$416.75 \$583.50

Overtime \$592.50 \$829.50

#### Assembly & Rigging Labor (Per person/Per hr)

Straight Time \$141.25 \$197.75

Overtime \$229.25 \$320.95

#### 1/2 Ton Chain Hoist Motor Rental

15-29-4

Rental Rate \$446.25 \$624.75

6.25% sales tax\* \$27.89\* \$39.05\*

### INTALLATION - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

### DISMANTLE - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

# F R E E M A N

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

**CART SERVICE / PRIVATELY OWNED VEHICLES ONLY**

## SHOW SPECIAL

**(Maximum Weight 250 lbs.)**

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit materials during move-in, Freeman is pleased to provide a cartload for one (1) trip, **one way** from the dock to your booth or your booth to the dock for a charge of \$72.60 (straight time) or \$92.50 (overtime) **each way**. This service will be available during move-in and move-out.

This service is for those who have **small hand carry items** all of which must fit in a 3' x 4' push cart, in one trip only. **If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service.**

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

**Freight that is too large or heavy must be handled by Freeman at their freight handling rates.**

No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, a Method of Payment form must be on file.

Exhibitors are allowed to perform their own material handling in Boston provided they meet the criteria below:

- Must be full time company employees of the exhibiting company
- Must be off loading from a company owned vehicle
- Must use only hand operated equipment which they provide, (No pallet jacks, lift gates, or electronic equipment.)

Please refer to the Labor Jurisdictions form in your exhibitor manual for further detail.

**Straight Time-** 8:00 A.M. to 4:30 P.M. Monday through Friday

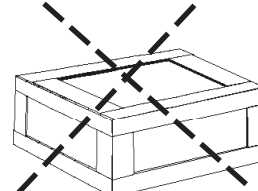
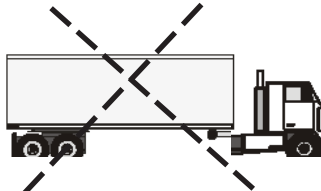
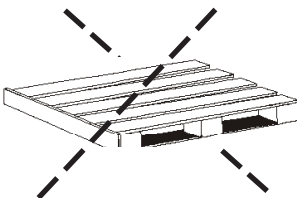
**Overtime-** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays

Inbound: \_\_\_\_\_ @ \$72.75 (ST) or \$92.50 (OT) per cartload = \_\_\_\_\_

Outbound : \_\_\_\_\_ @ \$72.75 (ST) or \$92.50 (OT) per cartload = \_\_\_\_\_

**Total =** \_\_\_\_\_

### **NOT ACCEPTABLE**



**FREEMAN cartload material handling**



# F R E E M A N

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Avon, MA 02322  
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FreemanBostonES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 508-894-5100 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.myfreemanonline.com](http://www.myfreemanonline.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

**NOTE: SOME INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
-------------	------------------	--------------------

### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment .....	\$ 134.75	268.50
Special Handling Shipment .....	\$ 174.75	349.50

#### Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment .....	\$ 117.25	234.50
Special Handling Shipment .....	\$ 152.50	305.00
Uncrated or Pad Wrapped Shipment .....	\$ 176.00	352.00

#### Small Package - Maximum weight is 30 lbs per shipment

Per Shipment .....	\$ 45.00	
--------------------	----------	--

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after March 3 .....	\$ 33.75	67.50
Show site Shipment after Show Opening .....	\$ 29.50	59.00

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

#### Overtime Charge - Warehouse (in addition to above rates)

Crated or Skidded Shipment .....	\$ 67.25	134.25
Special Handling Shipment .....	\$ 88.00	174.75

#### Overtime Charge - Show Site (in addition to above rates)

Crated or Skidded Shipment .....	\$ 58.75	117.50
Special Handling Shipment .....	\$ 76.25	152.50
Uncrated or Pad Wrapped Shipment .....	\$ 88.00	176.00

**Off-target Charge (in addition to above rates)** ..... 25% additional

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
All rates are per 100 lbs. Please round up to the next 100 lbs. Example: 840 lbs - 900 lbs (9 cwt)		<b>6.25% Tax</b>	<b>N/A</b>
		<b>Total</b>	

### Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 268.50

52 lbs. charged @ 200 lbs. \$ 268.50

65 lbs. charged @ 200 lbs. \$ 268.50 = \$805.50

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$268.50

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

**FREEMAN material handling**



## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

### **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

# F R E E M A N

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THIS FORM ONLY IF YOU ARE  
SHIPPING YOUR EXHIBIT MATERIALS BY  
FREEMAN EXHIBIT TRANSPORTATION**

FREEMAN exhibit transportation

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**BOSTON FLOWER & GARDEN SHOW**

C/O: FREEMAN  
25 DOHERTY AVE  
AVON, MA 02322

MUST BE DELIVERED BY MARCH 02, 2015

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**BOSTON FLOWER & GARDEN SHOW**

C/O: FREEMAN  
SEAPORT WORLD TRADE CENTER BOSTON  
200 SEAPORT BLVD  
BOSTON, MA 022102031

CANNOT BE DELIVERED BEFORE MARCH 09, 2015

### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM  
☐ Second Day Air: Delivery second business day by 5:00 PM  
☐ 3-5 Day Service: Delivery within 3 - 5 business days  
☐ Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance  
☐ Expedited Ground: Tailored to specific requirements  
☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

### OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

FAX THIS COMPLETED FORM TO:  
(469) 621-5810

A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF ORDER AND  
FINALIZE DETAILS.

SHOW # (405232)

**F R E E M A N**

275 Bodwell St  
Avon, MA 02322  
(508) 894-5100 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
---

NAME OF SHOW: **BOSTON FLOWER & GARDEN SHOW / MARCH 11-15, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

### SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day  
☐ 2 Day: Delivery by 5:00 P.M. second business day  
☐ Expedited  
☐ Deferred: Delivery within 3-4 business days  
☐ Standard Ground  
☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day    ☐ 2nd Day    ☐ Deferred

CARRIER PHONE #: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY MARCH 02, 2015**

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**25 DOHERTY AVE**

**AVON, MA 02322**

**WAREHOUSE**

**EVENT: BOSTON FLOWER & GARDEN SHOW**

**BOOTH NO: NO. OF PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY MARCH 02, 2015**

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**25 DOHERTY AVE**

**AVON, MA 02322**

**WAREHOUSE**

**EVENT: BOSTON FLOWER & GARDEN SHOW**

**BOOTH NO: NO. OF PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MARCH 09, 2015**

**TO:**

**EXHIBITOR NAME**

**C/O: FREEMAN**

**SEAPORT WORLD TRADE CENTER BO  
200 SEAPORT BLVD**

**BOSTON, MA 022102031**

**SHOW SITE**

**EVENT: BOSTON FLOWER & GARDEN SHOW**

**BOOTH NO: NO. OF PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MARCH 09, 2015**

**TO:**

**EXHIBITOR NAME**

**C/O: FREEMAN**

**SEAPORT WORLD TRADE CENTER BO  
200 SEAPORT BLVD**

**BOSTON, MA 022102031**

**SHOW SITE**

**EVENT: BOSTON FLOWER & GARDEN SHOW**

**BOOTH NO: NO. OF PCS**